

Question Set 1: Tab 1 - Experience and Capabilities

Question Set 1 Instructions

The relative experience and qualification of each applicant's proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the team and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff.

#	Question	Response	Comment
1.0.1	Explain your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm.	CPG is a firm that specializes in cultural planning and public art planning. This project is especially interesting to us since it is in our partner, Linda Flynn's, Florida backyard. We have seen Florida catching up with the national trend of arts planning and we are dedicated to applying our national expertise to small communities that are focusing on their own creative economy and enhancing residents quality of life and vibrancy of place through the arts.	
1.0.2	Describe the size of your firm.	CPG is comprised of 3 national partners and strategic alliances. We do not have employees.	
1.0.3	Describe your firm's financial history, strength and stability.	CPG is financially sound and has been since 1998. The firm holds no debt and has never had any bankruptcies or financial issues.	
1.0.4	Describe your firm's range of activities.	Cultural planning, public art planning, public art program management, creative economy planning, creative placemaking	
1.0.5	Describe the specialized experience and technical competence of the firm or persons with respect to working on similar projects	CPG holds a distinct perspective on public art. The field of public art has evolved in recent years to possess a more sophisticated and varied toolkit of approaches to artistically enrich a community. Public art is a powerful tool in achieving civic goals, such as economic development, branding, civic engagement, equity, revitalization, and placemaking. Our practice remains at the forefront of this evolution, drawing on our experience in multiple forms of planning in diverse communities. We apply lessons from broader cultural planning and placemaking projects to the world of public art planning. We also practice the nation's most advanced and inclusive planning process. Based on engagement and complementary research	
1.0.6	Do you have a minimum of two (2) years of experience? Please provide proof of such experience.	Yes	Linda is a partner with Cultural Planning Group, joining the group in 2014. She is a planner who contributes nationally to best practices in planning, research, civic learning, and engagement for the creative sector. Linda has developed innovative cultural plans, and public art master plans, cultural tourism plans for diverse cities and counties across the country. Recent public art plans include Cedar Rapids, IA; Collier County, FL; Naples, FL; Fort Lauderdale, FL, Broward County, FL, and Fulton County, GA. These plans include strategies for innovative public art programs enhancing community identity, funding resources, equitable and transparent artist selection processes, and comprehensive policies and ordinances for public art.
1.0.7	The firm or person's must provide information on their proximity to and familiarity with the area in which the project is located.	Linda Flynn, partner and project lead lives in Broward County and is familiar with the area and the City of Pembroke Pines	
1.0.8	Explain the availability and access to the firm's top level management personnel.	CPG is comprised of 3 national partners and strategic alliances. We do not have employees. The top partners always lead the planning projects.	
1.0.9	Identify the contact person and supervisory personnel who will work on the various projects, including the relative experience of all professionals proposed for use on the team.	Linda Flynn, Project Lead Rosario Psy, Public Artist and Project Assistant	

Exhibit "B"

1.0.10	Provide summaries of key persons and on-site staff to be assigned to the project with emphasis on their experience with similar work.	-	<p>Linda T. Flynn, Ph.D., Partner</p> <p>Linda is a partner with Cultural Planning Group, joining the group in 2014. She is a planner who contributes nationally to best practices in planning, research, civic learning, and engagement for the creative sector. Linda has developed innovative cultural plans, and public art master plans, cultural tourism plans for diverse cities and counties across the country.</p> <p>Cultural planning and public art planning are powerful tools to assist communities to achieve civic goals for identity, economic development, equity, revitalization, public/private partnerships, and placemaking. Linda designs innovative, customized methodologies to create a true, data driven profile of a community. Her process for community- based planning is based on a foundation of equitable civic engagement, quantitative data, community public and private partnerships, inclusivity, and collaboration. Linda works with creative workers and artists to infuse the process with creativity and user experience insights.</p> <p>Recent public art plans include Cedar Rapids, IA; Collier County, FL; Naples, FL; Fort Lauderdale, FL, Broward County, FL, and Fulton County, GA. These plans include strategies for innovative public art programs enhancing community identity, funding resources, equitable and transparent artist selection processes, and comprehensive policies and ordinances for public art.</p> <p>Prior to her work with CPG, Linda's experience and relationships cross many industries and sectors, working with all levels in organizations including conducting research with transportation firms, urban planners, government agencies, nonprofit organizations, and private sector corporations. Linda holds a doctorate in organizational management with a concentration in conflict management, and various certificates in qualitative and quantitative research. She is a published author of her research with organizations and volunteers her</p>
1.0.11	Explain the ability and experience of the field staff with specific attention to project related experience.	-	Please see above.
1.0.12	Contractor should list any applicable qualifications, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members.	-	<p>Linda Flynn, Ph.D, Partner: EXPERIENCE: 20 years</p> <p>EDUCATION: Ph.D., Social Sciences/ Conflict Resolution, NSU</p> <p>MEMBERSHIPS: Leadership Broward, Member, and previous Board Member Americans for the Arts, Member American Planning Association, Member Public Art Committee Member, Broward County FL</p> <p>Florida Association of PublicArt Professionals, Member</p>
1.0.13	Are you endorsed or certified by any relevant trade associations? a.Can you provide evidence of your endorsement or certification?	<p>No certifications are needed for this type of planning. Linda sits on the Broward County Public Art Committee, is a member of the American Planning Association and the Florida Association for Public Art</p>	
13 Questions			100.00% Complete

Question Set 2: Tab 2 - References Form

Question Set 2 Instructions

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the three five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

#	Question	Response	Comment
General Questions			
2.1.1	What similar or related projects have you worked on within the past three years?	5 public art plans and 3-4 cultural arts plans.	
2.1.2	What challenges did you face and how did you overcome them?	COVID challenges were significant. Schedules had to be adjusted and funding recommendations phased.	
2.1.3	How many of your clients are repeat clients?	We are in contact with at least 80% of our past clientele and a majority of them come back to CPG for follow-up planning.	
2.1.4	How much of your revenue is derived from managing projects similar to ours?	100%	
Reference #1: Reference Contact Information			
2.2.1	Name of Firm, City, County or Agency	Fulton County (Atlanta) Public Art Master Plan and Cultural Action Plan, GA (2019-20)	
2.2.2	Address	141 Pryor St. SW Atlanta, GA 30303	
2.2.3	Contact Name	Alex Frankcombe	
2.2.4	Contact Title	Public art Manager	
2.2.5	Contact E-mail Address	alex.frankcombe@fultoncountygga.gov;	
2.2.6	Contact Telephone #	404-612-5791	
Reference #1: Project Information			
2.3.1	Name of Contractor Performing the work	CPG: Linda Flynn	
2.3.2	Name and location of the project	Public art Master Plan	
2.3.3	Nature of the firm's responsibility on the project	Full responsibility for the planning process and plan development	
2.3.4	Project duration	2 years	
2.3.5	Completion (Anticipated) Date	February 2022	
2.3.6	Size of project	NA	
2.3.7	Cost of project	\$103,000	
2.3.8	Work for which staff was responsible	Full responsibility for the planning process and plan development	
2.3.9	Contract Type	Lump Sum Contract	
2.3.10	The results/deliverables of the project	Public art Master Plan	
Reference #2: Reference Contact Information			
2.4.1	Name of Firm, City, County or Agency	City of East Point, GA	
2.4.2	Address	2757 East Point Street, East Point, Georgia 30344	
2.4.3	Contact Name	Christopher Swain	
2.4.4	Contact Title	Public Art Manager	

Exhibit "B"

2.4.5	Contact E-mail Address	cswain@eastpointcity.org;	
2.4.6	Contact Telephone #	404-270-7185	
Reference #2: Project Information			
2.5.1	Name of Contractor Performing the work	CPG: Linda Flynn	
2.5.2	Name and location of the project	East Point Public Art Master Plan, GA (2019)	
2.5.3	Nature of the firm's responsibility on the project	Full responsibility for the planning process and plan development	
2.5.4	Project duration	8 months	
2.5.5	Completion (Anticipated) Date	June 2019	
2.5.6	Size of project	NA	
2.5.7	Cost of project	\$60,000	
2.5.8	Work for which staff was responsible	Full responsibility for the planning process and plan development	
2.5.9	Contract Type	Lump Sum Contract	
2.5.10	The results/deliverables of the project	Public art Master Plan and Private and Public Ordinances	
Reference #3: Reference Contact Information			
2.6.1	Name of Firm, City, County or Agency	City of Sunnyvale, CA	
2.6.2	Address	456 W. Olive Ave. Sunnyvale, CA 94086	
2.6.3	Contact Name	Kristin Dance	
2.6.4	Contact Title	Public Art Manager	
2.6.5	Contact E-mail Address	KDance@Sunnyvale.ca.gov	
2.6.6	Contact Telephone #	408-730-775	
Reference #3: Project Information			
2.7.1	Name of Contractor Performing the work	CPG: Linda Flynn	
2.7.2	Name and location of the project	Sunnyvale Public Art Master Plan (CA) (2019)	
2.7.3	Nature of the firm's responsibility on the project	Full responsibility for the planning process and plan development	
2.7.4	Project duration	2 years	
2.7.5	Completion (Anticipated) Date	Jan 2019	
2.7.6	Size of project	NA	
2.7.7	Cost of project	\$67,000	
2.7.8	Work for which staff was responsible	Full responsibility for the planning process and plan development	
2.7.9	Contract Type	Lump Sum Contract	
2.7.10	The results/deliverables of the project	Public art Master Plan and Ordinances	
Reference #4: Reference Contact Information			
2.8.1	Name of Firm, City, County or Agency	City of Laguna Beach, CA	
2.8.2	Address	505 Forest Avenue Laguna Beach, CA 92651	

Exhibit "B"

2.8.3	Contact Name	Sian Poeschl
2.8.4	Contact Title	Public Art Administrator
2.8.5	Contact E-mail Address	spoeschl@lagunabeachcity.net
2.8.6	Contact Telephone #	949-497-3311
Reference #4: Project Information		
2.9.1	Name of Contractor Performing the work	Linda Flynn; David Plettner-Saunders
2.9.2	Name and location of the project	City of Laguna Beach Public Art Program Policies
2.9.3	Nature of the firm's responsibility on the project	Full responsibility for the policy development and ordinance updates
2.9.4	Project duration	8 months
2.9.5	Completion (Anticipated) Date	December 2022
2.9.6	Size of project	NA
2.9.7	Cost of project	\$50,000
2.9.8	Work for which staff was responsible	Full responsibility for the policy development and ordinance updates
2.9.9	Contract Type	Lump Sum Contract
2.9.10	The results/deliverables of the project	Public Art Program policies and ordinance updates
Reference #5: Reference Contact Information		
2.10.1	Name of Firm, City, County or Agency	City of Cedar Rapids, IA
2.10.2	Address	101 First Street SE Cedar Rapids, IA
2.10.3	Contact Name	Stephanie Schrader
2.10.4	Contact Title	City Planner, Community Development & Planning Department
2.10.5	Contact E-mail Address	s.schrader@cedar-rapids.org
2.10.6	Contact Telephone #	319-286-5855
Reference #5: Project Information		
2.11.1	Name of Contractor Performing the work	Linda Flynn; David Plettner-Saunders
2.11.2	Name and location of the project	City of Cedar Rapids, IA Public Art Master Plan (2021-2022)
2.11.3	Nature of the firm's responsibility on the project	Full responsibility for the planning process and plan development
2.11.4	Project duration	1 year
2.11.5	Completion (Anticipated) Date	June 2022
2.11.6	Size of project	NA
2.11.7	Cost of project	\$88,000
2.11.8	Work for which staff was responsible	Full responsibility for the planning process and plan development
2.11.9	Contract Type	Lump Sum Contract
2.11.10	The results/deliverables of the project	Public Art Master Plan, Conservation and Maintenance Survey and Plan
84 Questions		100.00% Complete

Question Set 3: Tab 3 - Firm's Understanding and Approach to the Work

Question Set 3 Instructions

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project.

#	Question	Response	Comment
General			
3.1.1	Provide a narrative statement demonstrating an understanding of the overall intent of this solicitation, as well as the methods used to complete assigned tasks.	The goals of this project are to provide the City with guidance, articulate a vision and goals, and identify resources and processes for the commission, acceptance, and placement of public art. CPG will work with the City, the Public Art Committee, and the Arts and Culture Board to guide the development of a program that focuses on exceptional public art for the community and innovative approaches for resident experiences in public art. The plan will provide clear policies and guidelines for commissioning, creating, placement, maintenance, conservation, and promotion of public art, and all other relevant program areas. The plan will be visionary and support the current program with administrative detail, comprehensive policies, artist	
3.1.2	Please clearly describe all aspects of the project proposed.	The goals of this project are to assist the City of Pembroke Pines to create a unified vision for public art. The plan will be visionary and innovative and support the current program with administrative detail, comprehensive policies, artist selection processes, and identify project priorities based on community engagement.	
3.1.3	Include details of your approach and work plans.	<p>Project Initiation Develop a Detailed Project Work Plan and Timeline: Clarify roles and responsibilities for Pembroke Pines and for CPG in the planning process to accomplish project tasks and additional process goals. Develop a simple, effective communications plan for internal and external stakeholders, building on existing City communications practices and channels.</p> <p>Tour of City: A tour of the community, current public art, and potential sites. Identify potential areas of interest for development of a cultural district.</p> <p>Stakeholder Engagement Key Stakeholders: In consultation with the client team, develop a master list of</p>	
3.1.4	Identify any issues or concerns of significance that may be appropriate.	NA	

		<p>Exhibit "B"</p> <p>CPG exclusively serves the fields of arts and culture. We are experts in arts and cultural planning, public art planning, strategic planning, cultural district planning, and more. Established in 1998, CPG's managing office is in San Diego, with firm offices in Pennsylvania and Florida. CPG partners have prepared more than 85 arts-related master plans for communities throughout the nation. We developed arts and cultural plans for diverse communities, ranging from rural towns to major metropolitan regions, and all in between. CPG has grown to be one of the leading arts planning firms in the US. The diversity of our arts plans brings added value to the client – cultural planning experience enriches arts and equity plans, public art</p>	
3.1.5	A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.		
Supply Chain			
3.2.1	Can you describe the extent of your relationship with your subcontractors?	We utilize a close network of strategic alliances for all national projects.	
3.2.2	How do you vet subcontractors?	Our alliances have been working with the firm for years. New alliances are vetted through a relationship building process and are typically highly recommended through networks.	
3.2.3	Have you ever had a problem with a subcontractor or raw material supplier that threatened the budget or timeline of a project? How did you handle the situation?	No	
3.2.4	How many suppliers do you source your equipment and materials from?	NA	
3.2.5	What protocols do you have in place to mitigate potential supply chain disruptions?	NA	
Quality			
3.3.1	How do you ensure the quality of your services? i. What criteria do you use to measure your quality?	<p>CPG and our team members share a vision of client service emphasizing mutual respect, delivery of high quality professional services, and a commitment to successful project outcomes. While we understand there is a need to adhere to and fulfill a contract, the team goes above and beyond to exceed expectations. This is accomplished by:</p> <p>Establishing detailed project work plans and communications plans at the onset of the project. Clear expectations and effective client communications are top indicators of great client service.</p> <p>Practicing respect for community members and project stakeholders in the community engagement</p>	
3.3.2	Tell me about a time when you went over budget or the project timeline was delayed. i. How did you handle the situation?	Project delays happened during COVID. We worked with the client to develop a new timeline based on current health situation. Some projects were extended one year. If the scope did not change, the budget did not change. If the scope was expanded we work with the client on a fair and equitable expansion of the contract.	
Backlog Value			
3.4.1	What is your current backlog value?	NA	

Exhibit "B"

3.4.2	Are those projects similar to this project or are they a mix of construction projects?	NA	
3.4.3	Over the past three years, what was your highest and lowest backlog value?	NA	
3.4.4	When your backlog value is high, how do you prioritize your time to ensure each project is managed properly?	NA	
3.4.5	Based on your current backlog value, how would my project be prioritized?	NA	
Workload & Schedule			
3.5.1	Please describe the past record of performance of the firm or person with respect to accessibility to clients, ability to meet schedules, communication and coordination skills.	Past record is stellar. We met schedules and set up communication and project management guidelines at beginning of project.	
3.5.2	Provide the recent, current, and projected workload of the firm.	<p>-City of Round Rock Cultural Plan (Round Rock, TX) Start date: February 2022 Anticipated End date: December 2022 Partners: Martin Cohen, Linda Flynn</p> <p>State of Washington Creative Economy Plan Start date: March 2022 Anticipated End date: March 2024 Partners: Martin Cohen, Linda Flynn</p> <p>Santa Clara Valley Water District Public Art Plan (San Jose, CA) Start date: June 2022 Anticipated End date: November 2023 Partners: Linda Flynn, David Plettner-Saunders</p> <p>City of Portland Cultural Plan Start date: TBD (recently awarded) Anticipated End date: TBD Partners: Linda Flynn, David</p>	
3.5.3	How would you organize this project in terms of milestones?	Project Initiation; Stakeholder and Community Engagement; Secondary Research; Plan Development; Vetting of Draft Plan; Final Plan Development	
3.5.4	How do you handle unforeseen issues when they arise?	Work with the client for the best outcome.	
3.5.5	Do you work on multiple projects at the same time? If so, how can you guarantee this will not negatively affect the City's project?	Yes - we work on multiple projects. We define schedules with client at the onset of the project.	

22 Questions

100.00% Complete

Question Set 4: Contact Information Form

#	Question	Response	Comment
Company Information			
4.1.1	Company Name	Cultural Planning Group	
4.1.2	Company Address	2816 NW 8th Avenue Wilton Manors, FL 33311	
4.1.3	Is the location/address in which the work will be conducted/completed, different than the address listed above? If yes, please list the primary address in which the work will generally be completed in.	No	
Primary Contact for the Project			
4.2.1	Contact Name	Linda Flynn, Ph.D.	
4.2.2	Contact Title	Partner	
4.2.3	Contact E-mail Address	linda@culturalplanning.com	
4.2.4	Contact Telephone Number	954-804-3044	
Authorized Approver			
4.3.1	Contact Name	Linda Flynn, Ph.D.	
4.3.2	Contact Title	Partner	
4.3.3	Contact E-mail Address	linda@culturalplanning.com	
4.3.4	Contact Telephone Number	954-804-3044	
11 Questions		100.00% Complete	

Question Set 5: Proposer's Background Information

Question Set 5 Instructions

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER's qualifications to perform under the contract may cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

#	Question	Response	Comment
Former Business			
5.1.1	Under what former name has your business operated? Include a description of the business.	NA	
5.1.2	At what address was that business located?	NA	
Past Failure			
5.2.1	Have you ever failed to complete work awarded to you. If so, when, where and why?	No	
Inspected			
5.3.1	Have you personally inspected the proposed WORK and do you have a complete plan for its performance?	Yes	
Subcontracting			
5.4.1	Will you subcontract any part of this WORK? If you will be subcontracting any part of this work, provide details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s). (Note: The proposed list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.)	No	
Bankruptcy Petitions			
5.5.1	List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.	None	
Bond Claims			
5.6.1	List and describe all successful Bond claims made to your surety(ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).	None	
Claims, Arbitrations, Administrative Hearings and Lawsuits			
5.7.1	List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.	None	
Criminal Proceedings or Hearings			
5.8.1	List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.	None	
Company Classification			
5.9.1	In regards to the commodities/services proposed, which of the following best classifies your firm? If you selected any options besides "Original Provider" please explain.	Original Provider	
Debarment/Suspension			
5.10.1	Have you ever been debarred or suspended from doing business with any governmental agency? If you have been debarred or suspended from doing business with any governmental agency, please explain.	No	
Similar Experience & Contracts			

<div>5.11.1</div> <div>Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years.</div>	<div>Exhibit "B"</div> <div>Established in 1998, CPG's managing office is in San Diego, with firm offices in Pennsylvania and Florida. CPG partners have prepared more than 85 arts-related master plans for communities throughout the nation. We developed plans for diverse communities, ranging from rural towns to major metropolitan regions, and all in between. Recently completed public arts plans include Fulton County (Atlanta), GA; Cedar Rapids, IA; Sunnyvale, CA; Naples, FL; and Collier County, FL. CPG has grown to be one of the leading arts planning firms in the US. The diversity of our arts plans brings added value to the client – cultural planning experience enriches public art plans, public art enriches cultural districts, and placemaking informs all</div>	
---	---	--

Question Set 6: Vendor Registration Checklist

Question Set 6 Instructions

The City has included various documents in the Vendor Registration portal on the Bonfire website. This process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

This section will summarize your responses to those relevant documents.

#	Question	Response	Comment
Vendor Information Form			
6.1.1	Did you submit a completed Vendor Information Form in the Vendor Registration Portal?	Yes	
Form W-9 (Rev. October 2018 or later)			
6.2.1	Did you submit a W-9 Form (Revised October 2018 or later) in the Vendor Registration Portal?	Yes	
Company Profile			
6.3.1	Did you submit your Company Profile Form in the Vendor Registration Portal?	Yes	
Sworn Statement on Public Entity Crimes Form			
6.4.1	Which option did you select on the Sworn Statement on Public Entity Crimes Form?	A) Not Charged / Convicted	
Local Vendor Preference Certificate			
6.5.1	Which option did you select on the Local Vendor Preference Certification? Note: If certifying that your business is a Local Pembroke Pines or Broward County vendor, you must also attach applicable current business tax receipt(s) along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) YEAR.	Local Broward County Vendor	
Local Business Tax Receipts			
6.6.1	Did you submit your Local Business Tax Receipts in the Vendor Registration Portal?	No	It was optional.
Veteran Owned Small Business Preference Certification			
6.7.1	Which option did you select on the Veteran Owned Small Business Preference Certification? Note - If certifying that your business is a Veteran Owned Small Business, you must also attach a "Determination Letter" from the U.S. Dept. of Veteran Affairs Center	Not a Veteran Owned Small Business	
Equal Benefits Certification Form			
6.8.1	Which option did you select on the Equal Benefits Certification Form?	D1) Exempt - No Traditional Benefits	
Vendor Drug-Free Workplace Certification Form			
6.9.1	Which option did you select on the Vendor Drug-Free Workplace Certification Form?	Complies Fully	
Scrutinized Company Certification			
6.10.1	Did you submit a completed Scrutinized Company Certification in the Vendor Registration Portal?	Yes	
E-Verify System Certification Statement			
6.11.1	Did you submit a completed E-Verify System Certification Statement in the Vendor Registration Portal?	Yes	
11 Questions		100.00% Complete	



City of Pembroke Pines

NON-COLLUSIVE AFFIDAVIT

BIDDER is the

Partner

(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature Linda T Flynn Digitally signed by Linda T Flynn
Date: 2022.09.20 10:39:46
-04'00'

Title Partner

Name of Company Cultural Planning Group



VENDOR INFORMATION FORM

The City of Pembroke Pines is currently implementing an enhanced Citywide Enterprise Resource Planning (ERP) system with the goal of updating our processes and improving customer service. Part of the new Tyler Technologies Munis ERP system will include a vendor management module. In addition, this new system will include a Vendor Self Service (VSS) web portal which will allow vendors to update their necessary information and documents on an as-needed basis. The City intends for this system to allow for vendors to view their Purchase Orders, Invoices, Checks and other beneficial information in real-time. Using VSS, vendors will also be able to enter and maintain their contact and remittance information, discount and payment terms, designated contact persons, and the commodity codes that represent the goods and services the vendor can provide.

While we work towards go-live with the new VSS web portal, we are requesting for vendors to complete the attached Vendor Registration Packet and submit it to accountspayable@ppines.com to help facilitate the implementation process.

MAIN CONTACT INFORMATION			
Company Name (Legal Name as filed with IRS)			
Doing Business As (DBA)			
Primary Business Address			
	City:		
	State:		Zip:
	Country:		
Remit To Address			
	City:		
	State:		Zip:
	Country:		
Order From Address			
	City:		
	State:		Zip:
	Country:		
Foreign Entity (Yes/No)			
Telephone Number			
Primary Company E-mail			
Fax			
Website			
DUNS			
Independent Contractor (Yes/No)			
Identification Number	SSN:		FID:

GENERAL PAYMENT TERMS		
Discount Percent <small>Defines the discount percentage the vendor extends to your organization.</small>	Days to Discount <small>Number of days which payment must be received to claim the discount percent.</small>	Days to Net <small>Number of days that the vendor allows before requiring net payment.</small>



City of Pembroke Pines

(OFFICE USE ONLY) Vendor # _____

CONTACT # 1	
Contact Name (First & Last Name)	
Description/Title/Position	
Phone (Voice)	
Phone (Text)	Opt In (Y/N):
Fax	
E-mail	

CONTACT # 2	
Contact Name (First & Last Name)	
Description/Title/Position	
Phone (Voice)	
Phone (Text)	Opt In (Y/N):
Fax	
E-mail	

CONTACT # 3	
Contact Name (First & Last Name)	
Description/Title/Position	
Phone (Voice)	
Phone (Text)	Opt In (Y/N):
Fax	
E-mail	

MINORITY BUSINESS ENTERPRISE			
MBE Classifications	Yes	Certifying Agency	Expiration
African American			
Asian American			
Disadvantage Business			
Hispanic American			
HubZone / Labor Surplus Area			
Minority Owned Business			
Native American			
Small Business Enterprise			
Veteran Owned Small Business			
Woman Owned Business			

If you selected "Yes" to any of the above items, please attach proof of certification.

GEOGRAPHIC PREFERENCE	
Local Broward County Vendor	
Local Pembroke Pines Vendor	
Not a Local Broward County of Pembroke Pines Vendor	

Please read and complete the attached "Local Vendor Preference Certification" Form and select the applicable option above.

STATE REGISTRATION	
Is your company registered with the State of Florida? (Y/N)	
If not, what state is your company registered in?	

Please attach the print out from <https://dos.myflorida.com/sunbiz/> or the appropriate state showing your active registration and any applicable fictitious names that are registered.

2022 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M14000005863

Entity Name: THE CULTURAL PLANNING GROUP, LLC**Current Principal Place of Business:**6878 NAVAJO ROAD
#58
SAN DIEGO, CA 92119**Current Mailing Address:**6878 NAVAJO ROAD
#58
SAN DIEGO, CA 92119 US**FEI Number:** 56-2552152**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**FLYNN, LINDA
2816 NW 8TH AVENUE
WILTON MANORS, FL 33311 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:**_____
Electronic Signature of Registered Agent_____
Date**Authorized Person(s) Detail :**

Title	PARTNER
Name	PLETTNER-SAUNDERS, DAVID
Address	6878 NAVAJO ROAD #58
City-State-Zip:	SAN DIEGO CA 92119

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DAVID PLETTNER-SAUNDERS

PARTNER

01/11/2022

Electronic Signature of Signing Authorized Person(s) Detail_____
Date

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

The Cultural Planning Group, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6878 Navajo Road, Unit 58

6 City, state, and ZIP code

San Diego, CA 92119

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

5 6 - 2 5 5 2 1 5 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

David Pittman - Saunders

Date ►

1/11/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



COMPANY PROFILE FORM

Please provide the following information so that the City could better get to know your company's background.

MAIN CONTACT INFORMATION			
Company Name (Legal Name as filed with IRS)			
Doing Business As (DBA)			
Primary Business Address			
	City:		
	State:		Zip:
	Country:		

Organization Background	
Please state the year that you company started its business	
Please state the year that your company started providing service under your current business name	
What State is your Company Registered In?	

Please attach any applicable organization registration documents.

Professional License Information		
License Type	License Number	Expiration

Please list and attach any applicable professional licenses required to perform the services your company offers.

Please Provide a Summary of your Company and What Services you provide

Please select the appropriate Commodity Codes that your company provides, this will help City Departments find vendors that can provide services in which the City is looking to Procure.



**SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted _____
(name of entity submitting sworn statement) whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
2. My name is _____ and my
(Please print name of individual signing)
relationship to the entity named above is _____.
3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a



City of Pembroke Pines

joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**
- ☐ A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**
- ☐ B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**
- ☐ B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**
- ☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

Linda 10

Bidder's Name/Signature

Company

Date



EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

“During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City’s Code of Ordinances, and its employees with Domestic Partners and all Married Couples”.

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

SECTION 1 DEFINITIONS

1. **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
2. **Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
3. **Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
4. **Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at



City of Pembroke Pines

least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.
6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.
7. **Traditional marriage** means a marriage between one man and one woman.

SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- ☒ **A.** Contractor currently complies with the requirements of this section; or
- ☐ **B.** Contractor will comply with the conditions of this section at the time of contract award; or
- ☐ **C.** Contractor will not comply with the conditions of this section at the time of contract award: or
- ☐ **D.** Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):
 - ☐ **1.** The Contractor does not provide benefits to employees' spouses in traditional marriages;
 - ☐ **2.** The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;

*City of Pembroke Pines*

☐ 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;

☐ 4. The Contractor is a governmental agency;

The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.

COMPANY NAME: Cultural Planning Group

AUTHORIZED OFFICER NAME / SIGNATURE: Linda T Flynn Digitally signed by Linda T Flynn
Date: 2022.09.21 08:29:37 -04'00'



VENDOR DRUG-FREE WORKPLACE CERTIFICATION FORM

SECTION 1 GENERAL TERM

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference may be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after each conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

SECTION 2 AFFIRMATION

☒ Place a check mark here only if affirming bidder **complies fully** with the above requirements for a Drug-Free Workplace.

☐ Place a check mark here only if affirming bidder **does not** meet the requirements for a Drug-Free Workplace.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Drug-Free Workplace Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Drug-Free Workplace Preference based on their sub-contractors' qualifications.

Linda T Flynn
Digitally signed by Linda T Flynn
Date: 2022.09.21 08:31:54
-04'00'

Authorized Signature

Linda Flynn

Authorized Signer Name

Cultural Planning Group

Company Name



City of Pembroke Pines

**SCRUTINIZED COMPANY CERTIFICATION
PURSUANT TO FLORIDA STATUTE § 287.135.**

I, Linda Flynn, Partner, on behalf of CPG,
Print Name and Title Company Name
 certify that CPG:
Company Name

1. Does not participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector list, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

CPG
 Company Name

Linda Flynn
 Print Name / Signature

Partner
 Title



E-VERIFY SYSTEM CERTIFICATION STATEMENT (UNDER SECTION 448.095, FLORIDA STATUTES)

1. Definitions:
 - a. **“Contractor”** means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.
 - b. **“Subcontractor”** means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.
 - c. **“E-Verify system”** means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.
2. Effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:
 - a. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
 - b. All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Pembroke Pines. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Pembroke Pines; and
 - c. Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., “Employment Eligibility,” as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.
3. Contract Termination
 - a. If the City has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.
 - b. If the City has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
 - c. A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
 - d. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.
 - e. If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

COMPANY NAME: _____

PRINTED NAME / AUTHORIZED SIGNATURE: _____



VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder is a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

- ☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business. In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.
- ☒ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.

COMPANY NAME: **CPG**

PRINTED NAME / AUTHORIZED SIGNATURE: **Linda T Flynn** Digitally signed by Linda T Flynn
Date: 2022.09.21 08:32:25 -04'00'



LOCAL VENDOR PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

LOCAL PREFERENCE CERTIFICATION:

- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☒ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.

COMPANY NAME: CPG

PRINTED NAME / AUTHORIZED SIGNATURE: Linda T Flynn

Digitally signed by Linda T Flynn
Date: 2022.09.21 08:30:28 -04'00'

CULTURAL PLANNING GROUP

ABOUT US

We bring clarity and collaboration to the arts planning process, delivering a variety of services designed to connect communities to their unique sense of people and place.

OUR VISION

All communities engage in the discovery of the deep cultural connections of people and place.

It is more than expertise that defines the high level of success we achieve with our clients. When you choose CPG, you bring visionary values and collaboration to your planning project. We actively listen and learn with a deep commitment to uncover the vital creativity and culture of your community, culminating in a plan that is uniquely and powerfully about your place and people.

Our work is grounded in our belief that every community and person have the right to choose their own creative life.

The CPG managing office is in San Diego, with firm partners in Pennsylvania and Florida. Every project we undertake has the active participation of at least two partners and expert strategic alliances as required. This hands-on participation by the partners ensures effective project management and quality control resulting in successful project completion.

CPG partners have prepared more than 85 arts-related master plans for communities throughout the nation. We developed plans for diverse communities, ranging from rural towns to major metropolitan regions, and all in between: Washington DC, Houston and Boston; Sacramento, Greensboro, and Tempe; Laguna Beach, Healdsburg and Wichita Falls.

Our practice is grounded in the real-world experience of deep community engagement — a hallmark of our work — and a thorough knowledge of the local arts community. Each community poses its own vision, politics, aspirations, history and potential.

OUR SERVICES

CULTURAL PLANNING
ARTS MASTER PLANNING
CREATIVE ECONOMY RESEARCH
AND PLANNING
PUBLIC ART
MASTER PLANNING
STRATEGIC PLANNING
CULTURAL DISTRICT PLANNING
CULTURAL TOURISM
FEASIBILITY STUDIES
CREATIVE PLACEMAKING
SUPPORT FOR URBAN PLANNING

WE BELIEVE IN

The Power of People and Place

We believe a community's unique character and culture are among its most original and irreplaceable resources.

An Inquisitive Approach

Our vocation to guide communities is rooted in respect and driven by a spirit of curiosity.

Telling Tales

We know community culture is rooted in stories new and old, told through artistic expressions and art in community.

2022 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M14000005863

Entity Name: THE CULTURAL PLANNING GROUP, LLC**Current Principal Place of Business:**6878 NAVAJO ROAD
#58
SAN DIEGO, CA 92119**Current Mailing Address:**6878 NAVAJO ROAD
#58
SAN DIEGO, CA 92119 US**FEI Number:** 56-2552152**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**FLYNN, LINDA
2816 NW 8TH AVENUE
WILTON MANORS, FL 33311 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:**_____
Electronic Signature of Registered Agent_____
Date**Authorized Person(s) Detail :**

Title	PARTNER
Name	PLETTNER-SAUNDERS, DAVID
Address	6878 NAVAJO ROAD #58
City-State-Zip:	SAN DIEGO CA 92119

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DAVID PLETTNER-SAUNDERS

PARTNER

01/11/2022

Electronic Signature of Signing Authorized Person(s) Detail_____
Date